

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



February 25, 1981

ALL-COUNTY LETTER NO. 81-18

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: PUBLIC LAW 96-272 - SUPPLEMENTAL TIME STUDY

REFERENCE:

As you may be aware, Public Law 96-272 (HR 3434), passed by Congress in 1980, places a ceiling on the total amount of federal funds provided to each state for foster care costs during any year in which the federal Title IVB appropriation reaches a specified level. In the current fiscal year, the Federal Government is operating under a continuing resolution that appropriated the amount (\$163,550,000) necessary to impose a cap on federal foster care funds (Maintenance payments, Administration and Training).

California has been notified that its tentative appropriation under this federal ceiling will be approximately \$42 million, which would likely result in a significant deficit based on recent DSS estimates. This appropriation, however, does not take into consideration an option outlined in the proposed regulations on Public Law 96-272. The option proposed would allow states to individually determine the administrative cost portion of their foster care ceiling. It is anticipated that the information obtained from this process will result in a substantial increase in California's cap and significantly reduce the likelihood of a deficit in the current and subsequent years.

In general terms this option allows states to determine those costs "attributable" to their foster care effort during a three-month period in FFY 81. (See Section 1356.80(e)(iii)(B) of the December 31, 1980 Federal Register for a list of those activities which may be considered in the computation of California's foster care base.) Because the time and cost attributable to these activities cannot be identified by utilizing the current eligibility and services worker time studies, the implementation of this provision will require the completion of a supplemental time study during the months of March and June 1981 (at a minimum). The individual time studies will be consolidated on a summary (to be provided), and submitted to DSS. DSS will in turn apply the time study ratios to those costs reported on the administrative claim to arrive at those costs eligible for inclusion in the foster care base.

Given the fiscal impact of this provision, and the extremely short time frames, the time studies must be accurately completed as the results cannot be modified

at a later date. It should be emphasized that this time study effort and the resultant administrative costs will form the basis of all future closed-end appropriations for the Foster Care Program.

The following instructions are intended to supplement and clarify those instructions provided on the supplemental time study (DFA 848), and are primarily the result of input provided by CWDA in those presentations given on February 18.

Time Frames

Time studies shall be completed during the months of March and June. These months were chosen to provide a time base for application to both the third and fourth quarter claims. In addition they were chosen so that they would not conflict with the regular time study months.

Time studies summaries for the months of March and June must be completed and submitted to DSS by April 24 and July 24 respectively. Submission of the summaries by this date should not conflict with the computation of the quarterly administrative claim.

Staff Required to Time Study

In order to determine those costs attributable to foster care versus all other program costs reported on the administrative claim, all casework staff whose salaries are normally reflected in Group I on the administrative claim must complete this time study. This would include first-line supervisors as well as any specialized staff which currently complete either an Eligibility or Social Service time study. All staff (including supervisors) should check the box indicating whether they are eligibility or service worker staff.

General Instructions

Except as noted below, all county staff involved in foster care shall report their allocable time to the eight categories noted in the "A" section of the time study. All other staff shall report their time to "B - Nonattributable Activities". Time charged to Section B would include all those Eligibility or Social Services staff whose time is not spent on those activities attributable to the Foster Care Program as specified in part "A". In addition, include on line B any time spent by casework staff on those foster care cases which have been determined nonfederally eligible.

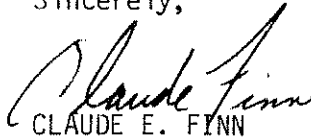
As part of these general instructions, it should also be noted that unlike the Eligibility and Social Services time studies, there are only 24 boxes (rather than the normal 32) for entering time. Therefore, casework staff should be instructed not to include weekends in the completion of this form. Dates should be written in to correspond to normal working days.

In addition to these instructions and the workshops which are being provided, state fiscal and program staff will be monitoring the county efforts toward implementing these provisions. It is wholly expected that county staff will

assist through their own monitoring effort to insure that the ensuing base computation will reflect a ceiling which accurately reflects the true costs of California's foster care effort and which will provide maximum fiscal flexibility.

Questions regarding these instructions and/or the fiscal provisions relating to PL 96-272 should be referred to your fiscal analyst at (916) 323-0270.

Sincerely,



CLAUDE E. FINN
Deputy Director
Administration

cc: CWDA

SUPPLEMENTAL TIME STUDY

(Effective March 1981)

☐ Eligibility Worker ☐ Social Worker

1. NAME (SURNAME FIRST)		MONTH/YEAR		COUNTY	
2. SOCIAL SECURITY NUMBER		4. EMPLOYEE NUMBER		5. ITEM NUMBER	
3. EMPLOYED <input type="checkbox"/> FULL-TIME <input type="checkbox"/> INTERMITTENT <input type="checkbox"/> PART-TIME		6. PAY LOCATION			

STAFF REQUIRED TO TIME STUDY: All Eligibility and Social Services casework staff that would normally complete the quarterly Eligibility (DFA 43) or Social Services (DFA 46) Time Study and first line supervisors of those employees. Check box to indicate classification. See respective time studies for examples of time study staff and general time study criteria. NOTE: Charge travel time to the activity with which it is associated.

A. ATTRIBUTABLE FOSTER CARE ACTIVITIES (A1 through A9) - Charge to the following categories time spent by Eligibility or Social Services Casework staff on AFDC Foster Care cases. These activities include but are not limited to those activities specified below. (Exclude any time spent by casework staff after determination of federal ineligibility.)

A1. ELIGIBILITY DETERMINATION, REDETERMINATION, AND FAIR HEARINGS For Eligibility Casework Staff: include all Foster Care intake and continuing activities specified on the eligibility and nonservice Time Study (DFA 43). For Social Services Casework Staff: include completion and submission of the Foster Care application; communications with EW involving facility licensing status; changes in placement location, rates, or other factors affecting eligibility; notifying the EW's of errors in payments; fair hearings.

A2. QUALITY CONTROL Providing required information to state Q.C. staff participating in entrance/exit conferences and corrective action activities; conducting case review, etc.

A3. CASE MANAGEMENT, CASE REVIEW/SUPERVISION Case documentation; control of incoming/outgoing documents; discussion of case status with co-workers/supervisors; supervision/monitoring of all parties involved in the case; coordination with other resources.

A4. PLACEMENT, JUDICIAL DETERMINATION Locating and determining suitability of placement; preparation of placement documents; placement of child; investigative activities; attending judicial hearings; completion and filing of required court documents to establish dependency; notifying parties of decision.

A5. RATE SETTING Consultation and coordination with county staff, facilities and local groups in regard to rate setting (e.g., Bay Area Placement Committee.)

A6. RECRUITMENT The provision of information regarding foster parenting; outreach; public awareness.

A7. LICENSING Preapplication; application; renewal; complaints; legal action; monitoring; site evaluation/consultation.

A8. AGENCY ACTIVITIES Statistical reporting; regulation/handbook updating; meetings or conferences relative to foster care; other noncase-specific activities relative to foster care.

A9.

A10. TOTAL ATTRIBUTABLE FOSTER CARE (Add A1 through A9)

B. NONATTRIBUTABLE ACTIVITIES All staff who are not engaged in any of the above foster care activities should charge their casework time to this line. This would include time spent on any of the activities associated with foster eligibility and services programs (e.g., Food Stamps, AFDC-FG/J, Child Support, Adult Services, Health-Related Services, etc.). It would also include any direct services to children, parents, or foster parents which provide counseling or treatment to ameliorate or remedy personal problems, behaviors, or home conditions.

C. TOTAL ALLOCABLE (Total time for all attributable and nonattributable activities.) (A10 + B)

D. NONALLOCABLE (Applies to both eligibility and services staff.) Vacation, sick leave, dock time, jury duty, etc.

E. GRAND TOTAL (C + D)

EMPLOYEE I hereby certify that this is a true and accurate report of my time, and the function performed as shown above.

SUPERVISOR

I hereby certify the employee's daily time records have been examined and that, to the best of my knowledge and belief, this record is true and correct, and the functions were performed as shown above.

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

DATE